

Council on Aging Director

Appointed by the Board of Selectmen, the Director reports to the Town Administrator, or designee, manages a department staff and volunteers and has a Town, State, and grant supported programming budget. The Council on Aging Board serves in an advisory and policy-setting capacity. The Director develops and implements services and programs for the senior citizens of Maynard and manages all aspects of the senior center. The Director determines the needs of the elderly population and serves as a resource on matters pertaining to the elderly for the Town.

A Bachelors or advanced degree in gerontology, social work, human resources, or related field, strongly desired. A minimum of three years of human services management experience with the elderly is required. Certification from the Massachusetts Councils on Aging preferred. A comprehensive knowledge of gerontology, fiscal management, supervisory experience, and managing in a volunteer environment is necessary.

The position requires excellent written and oral communication skills and counseling skills. Technical competency including standard office software, financial management software, and Senior Center specific software tools are critical. Strong management and leadership ability and the ability to exercise independent judgment are key to a successful director.

Successful CORI check and driver's license required. Salary range: \$54,000 – 64,000 DOQ. Send resumes to COA Search Committee, Asst. Town Administrator, 195 Main Street, Maynard, MA 01754. Or via email to jobs@townofmaynard.net Deadline for resumes is Dec. 5, 2014.